



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

<b>JOB TITLE</b>	Senior Associate General Counsel – GS-15
<b>JOB ANNOUNCEMENT NUMBER</b>	16871
<b>SALARY RANGE</b>	\$124,995 - \$157,100 annually
<b>OPEN PERIOD</b>	9/11/2014 - 9/11/2015
<b>POSITION INFORMATION</b>	Permanent Employment, Permanent ODNI Employees or Rotational Assignments
<b>DUTY LOCATION</b>	McLean, VA
<b>WHO MAY APPLY</b>	US Citizens
<b>SECURITY CLEARANCE</b>	TS/SCI with CI Polygraph
<b>TRAVEL REQUIRED</b>	0-25% Travel
<b>RELOCATION AUTHORIZED</b>	No

## ORGANIZATIONAL MISSION:

\*\*\* ODNI uses a rank-in-person system in which rank is attached to the individual. Lower graded employees may apply, but if selected would accept the position as a lateral reassignment at their current grade. \*\*\*

\*\*\* This announcement is currently advertised as a permanent cadre position. Staff Reserves may apply. \*\*\*

\*\*\*OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.\*\*\*

This vacancy will fill up to 2 positions.

### Component Mission:

The Office of General Counsel (OGC) of the Office of the Director of National Intelligence (ODNI) provides legal advice and counsel to the Director of National Intelligence (DNI) and other ODNI officials on a wide range of legal issues to include intelligence and national security law, procurement and acquisition law, personnel law, government ethics, budget and fiscal law, general administrative law, legislative support, government information practices (Freedom of Information Act/Privacy Act), and intellectual property law.

## DUTIES:

Provide expert legal advice and guidance to senior Office of the Director of National Intelligence (ODNI) leadership on complex areas of law affecting ODNI's duties and responsibilities under the National Security Act, Presidential directives, Executive Orders, and other related laws and policies.



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Provide expert legal counsel to support the development, review, and preparation of United States (US) Government-wide and IC-wide policies, procedures, guidelines, rules, and standards.

Counsel clients, including senior ODNI leaders, on complex legal issues and provide innovative and highly effective guidance on possible courses of action; expertly prepare complex, high profile, and persuasive legal documents on complex legal issues for a variety of internal and external recipients.

Expertly conduct or direct legal research and analysis on extremely complex or sensitive legal issues as well as on laws, regulations, and policies that have a significant impact on ODNI and IC interests and brief ODNI leadership on issues and findings.

Provide timely reviews of planned ODNI and IC activities for compliance with the Constitution and laws of the US, Executive Orders, and other applicable regulations and policies affecting ODNI and the IC and brief ODNI leaders on potential legal and policy issues, and develop solutions to address difficult legal problems having potential high-level or large-scale impact on the ODNI's or the IC missions or activities.

Expertly analyze statutes, bills, reports and Congressional materials, as well as proposed Executive Branch orders, directives, regulations and policies, to determine their effect on the ODNI and the IC; provide expert advice and counsel to senior management on legislative proposals, Congressional testimony, and related documents.

Provide expert briefings and advocate for ODNI and IC views on particular matters to Executive Branch entities, Congress, and private sector entities; cogently brief senior ODNI leaders on legal issues that relate to or effect ODNI and IC activities.

Maintain productive working relationships with ODNI elements, IC colleagues, executive agencies, congressional personnel and members, congressional committees, and use these relationships to advocate ODNI and IC positions, support a continuing dialog, and provide insight into ongoing and planned ODNI and IC activities.

## **ADDITIONAL RESPONSIBILITIES:**

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Attorneys in ODNI OGC periodically rotate portfolios to provide legal support and guidance on new issues or to different clients. Accordingly, attorneys are expected to provide expert legal counsel, advice and support across a wide range of legal issues to include intelligence and national security law, FISA, litigation, privacy and civil liberties, international law, procurement and acquisition law, personnel law, government ethics, appropriations and fiscal law, administrative law, legislative issues, government information practices (Freedom of Information Act/Privacy Act), and intellectual property. To that end, ODNI OGC is looking for an attorney with well-rounded experience and an interest in practicing across several areas of law.

Currently, we are looking for applicants with relevant experience in one or more of the following areas: interpreting, analyzing, and developing legislation; supporting Congressional inquiries and investigations; conducting and providing support to oversight and compliance activities; or providing legal advice on matters relating to information sharing, big data, privacy and civil liberties protections.

This position has the potential for supervisory responsibilities, as determined by OGC management.



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Applicants must have expert legal knowledge obtained through the completion of a Doctorate of Jurisprudence or Bachelor of Laws degree from an American Bar Association-accredited law school, and active membership of the Bar of the highest court of a US State, Territory, Commonwealth, or the District of Columbia in order to be considered for the position.

## BENEFITS:

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Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- Health Care Flexible Spending Accounts

## OTHER INFORMATION:

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You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

## HOW TO APPLY:

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### **\*\*\*HOW TO APPLY\*\*\*(PERMANENT/PERMANENT-INTERNAL APPLICANTS)**

**Permanent: (Cadre)** A permanent staff position in the ODNI. There are no restrictions on who can apply for a permanent position.

**Permanent-Internal:** Current cadre ODNI employees are eligible to apply.

**AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.**

**A complete application must include the following:**

**a. RESUME** - All applicants must submit a resume. Format is at the discretion of the applicant but must include: full name; address; telephone number; and email address.

**b. COVER LETTER** – a separate document that acts as a supplemental to your resume; explaining the contents of your application package and allowing for an opportunity to further elaborate upon your submission.



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c. Reference the vacancy number you are applying to in the subject line and on each document submitted.

d. Applications should be sent to either DNI-MSD-HR-Team B (lotus notes; classified system) or [recruitment@dni.gov](mailto:recruitment@dni.gov). All attachments should be in Word or PDF format.

Your application **MUST** be received by the closing date of the announcement. Applications received after the close date will **NOT** be eligible for consideration.

Applications should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**; you may call (703) 275-3663.

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## \*\*\*HOW TO APPLY\*\*\* (DETAILEE/ROTATIONAL APPLICANTS)

**DETAILEE/ROTATIONAL:** A civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

**SF-50** – All current Federal Government employees must submit a copy of their most current SF-50.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

Any application submitted directly by an IC employee to the gaining element will not be considered.

## WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received; applicants will **ONLY** be contacted if they have been selected for an interview.

## AGENCY CONTACT INFO:

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ODNI Recruitment

Phone: (703)275-3663

Email: [RECRUITMENT@DNI.GOV](mailto:RECRUITMENT@DNI.GOV)